



# CITY OF LODI

## COUNCIL COMMUNICATION

AGENDA TITLE: Approve and authorize the preparation and distribution of a Request for Proposal for Security Services at Hutchins Street Square.

MEETING DATE: October 16, 2002

PREPARED BY: Charlene J. Lange, Community Center Director

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**RECOMMENDED ACTION:** Approve specifications and authorize advertisement for bids for security services at Hutchins Street Square.

**BACKGROUND INFORMATION:** Due to the high volume of after-hours rentals at Hutchins Street Square security services were contracted for through the RFP process in 1998. The security firm selected at that time was recently released from service due to various reasons including an increase in costs above the original agreed upon pricing/cost.

Staff recommends that a new request for proposal be prepared and distributed to solicit bids for services and to determine current market costs.

**FUNDING:** None. For non-City sponsored events, security costs are billed to the individual/agency/organization using the Hutchins Street Square facilities.

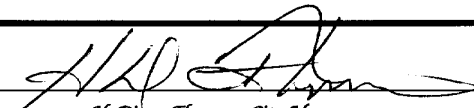
Respectfully submitted,

  
Charlene J. Lange  
Community Center Director

CJL/gcr

cc: City Manager  
City Attorney

APPROVED: \_\_\_\_\_

  
H. Dixon Flynn - City Manager

### III. SPECIFICATION

#### Scope of Work

1. Security guard(s) shall arrive at Hutchins Street Square one-half hour prior to the scheduled start time of the event, properly uniformed, with all necessary equipment to perform job satisfactorily, and shall notify event contact person upon arrival.
2. Guard(s) shall walk through parking lots and around perimeters of event site, including soccer field and park areas, monitoring persons and their behavior to ensure a safe evening for all event attendees. Guard(s) shall also oversee activities within the event, to assure proper conduct of attendees to prevent injury to persons or damage to property.
3. Guard(s) will be required to act in an efficient, courteous, and professional manner at all times, on behalf of the City of Lodi, to monitor and mitigate improper or destructive behavior, and insist that appropriate behavior prevail. Inappropriate activities which threaten public safety or property may result in local law enforcement intervention.
4. Guard(s) will be required to perform a "security sweep " of the building(s) at the conclusion of the event, secure the building(s) and properly alarm the facilities.